

## **POLICY FOR ALLOCATING GROUP EXTRA FEES**

Certain interest groups within Northallerton u3a are expected to make an additional contribution to the cost of room hire. For the purposes of this policy the assumption is made that a standard interest group will have 22×1½ hour sessions in a year, using half of Hall 2 at The Forum. (The annual subsidy will be based on this).

Groups that are expected to make these extra payments are defined as being those groups that either:

- Have more than 22 sessions in the year
- Have sessions that last more than 1½ hours
- Use rooms other than Hall 2
- Use a venue other than The Forum

The calculation is based on sessions up to the 31<sup>st</sup> March being charged at the current rate, Sessions after 1<sup>st</sup> April being charged at the current rate plus 10%. This increase is to cover:

- Any increase in room hire costs after April
- Any failure of members to pay or to pay short
- Any loss of members to the group during the year

Added together these two figure make up the initial total to which the subsidy figure based on the assumption above is then applied. Any extra costs (such as refreshments are then added).

The group leader is responsible to ensure that these extra costs are collected, and can decide whether to collect them termly in November, March and July or annually in November or March.

The total due from the group can then be divided by the number of members in the group and the termly or annual figures are rounded up to the nearest pound.